HC Standard - Bed Availability Data Entry

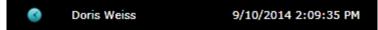
Always confirm receipt of the HAN Message!

- 1. Access Web Link for HC Standard 3.7.11 Client: https://hc.ndhealth.gov
- 2. Enter user name and password (If you are locked out please call 701.328.9752 for assistance)
- 3. Under Workspace Click on your facility name
- 4. In the "Matrices" Box Click on FACILITY BED AVAILABILITY
- 5. Click on Data View icon for ease of entering data icon turns green when selected



(hover mouse over icon for definition)

a. In the Data Form View – click on the blue 'clock' button(s) to mark as current



this will update data entry point, date & time

- 6. Complete the bed tables as requested in alert
- 7. Click on the red 'SAVE' Button



8. Done! Log out of HC Standard

PLEASE NOTE

- The Response Goal is for data to be entered within 60 minutes of notification
- Please assure that your facility has enough staff trained & designated to successfully enter data within the 60 minute time frame 24/7/365

